



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 1306.2D
Code N00F

MAR 02 2011

NASPNCLA INSTRUCTION 1306.2D

Subj: WORKING PARTIES

Encl: (1) Departmental Tasking in Support of Working Parties

1. Purpose. To establish procedures for requesting and assigning personnel to working parties.
2. Cancellation. NASPNCLA Instruction 1306.2C
3. Background. Working parties are intended for tasks or special projects beyond the capacity and responsibility of a department or tenant activity. Working parties may be requested by tenant Commanding Officers, NAS Department Heads, or their designees. Temporary help of additional personnel will be assigned only when it has been clearly established that the task is beyond the capability of the activity or department without serious mission degradation.
4. Procedure. In order to use working parties effectively, the following procedures will be employed to determine the need and request for working parties:
 - a. After determining that a supplemental working party is required, the tenant Commanding Officer, Department Head, or designee will submit a written request to the Command Master Chief (CMC) and provide the following information:
 - (1) Number of personnel desired
 - (2) Rate and rating of personnel desired
 - (3) Time and place personnel are to report
 - (4) Reason for working party
 - (5) Name and telephone number of Petty Officer-in-Charge of the working party
 - (6) Estimated length of time required to complete task
 - b. The CMC will set quotas from NAS Departments to provide the required personnel. Enclosure (1) will be used to determine equitable assignment of personnel to working parties.
 - c. Most tenant activities and NAS Departments know their requirements far enough in advance to determine the need for working parties during normal working hours. If an emergency situation arises after normal duty hours, the Duty Officer of the activity or department must submit a written request to the NAS Pensacola Command Duty Officer (CDO). The request should contain the same information required in subparagraph (4a) above. If approved by the CDO, necessary personnel will be obtained from the following sources:

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(1) Restricted members (from the Duty Master-at-Arms).

(2) Duty sections from various departments of the station. The OOD shall call the Departmental Duty Officers who in turn will provide personnel for the working parties as requested.

5. Responsibility. Department Heads are responsible for assigning personnel to working parties during normal working hours when requested by the CMC. Names, rates, and divisions of personnel assigned to working parties will be submitted in writing or by telephone to the NAS Pensacola Quarterdeck, Building 624, telephone 2-3100 ext. 1131, as soon as practical after notification of the requirement. The Petty Officer-in-Charge of the working party shall ensure personnel comprising the working party have their meals on time at the applicable mess, and that personnel are protected from inclement weather. The Duty Master-at-Arms is responsible for assigning restricted personnel to working parties after normal working hours as requested by the CDO. Department Heads shall establish a system that will enable the Duty Section Leader of the department concerned to procure and detail personnel to working parties after normal working hours as requested by the CDO.

6. Tenant commands are requested to provide personnel when required for working parties supporting all-hands functions such as dances, picnics, athletic events, or official ceremonies.



GREG A. THOMAS
Executive Officer

Distribution:

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(NASPNCLAINST 5216.1V)

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DEPARTMENTAL TASKING IN SUPPORT OF WORKING PARTIES

DH/SA	ASSIGNED E-6's & BELOW	<u>WORKING PARTY SIZE</u>	
		15	30
Admin	19	2	3
Air Ops	66	6	11
PWD	2	0	1
Honor Guard	15	1	2
Chapel	5	0	1
Security	33	3	5
TPD	32	3	6
Galley	4	0	1

- For a working party of 10 or less, use duty section
- For a working party of 50 or more, use all E5's and below not on watch
- For a working party of 100 or more, use all E-6's and below not on watch